

Needs Assessment Checklist



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a Sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

Questions to Ask

- ☐ **Family Status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- ☐ **Number and Ages of Children:** special interests of children, are you interested in youth sponsorship
- ☐ **Family Pets:** how many, travel arrangements, boarding needs, discuss any quarantine requirements at destination
- ☐ **Travel Information:** Car, plane, anticipated arrival date, transportation/pick-up/meeting arrangements, passport/visa needs, shipping cars
- ☐ **Contact Information:** Phone(s), email addresses, mailing address, alternate/emergency contact information
- ☐ Do you need information on any of the following:
 - Cost of Living
 - Installation Housing
 - Local Community Housing
 - Apartment/Home Rentals
 - Pre-schools
 - Elementary Schools
 - Middle Schools
 - High Schools
 - Home Schooling
 - Private Schools
 - Child Care (installation/home day care/other options)
 - Billeting/Temporary Lodging
 - Employment (spouse/other family members)

Sponsor Training Checklist, continued

- Exceptional Family Member Program
 - Temporary P.O Box
 - Weather
 - Local Community Information (attractions)
 - Other
- ☐ Can I have the Relocation Assistance Manager from the Family Center contact you directly?